

<b>BROOKHAVEN NATIONAL LABORATORY</b> <b>PHYSICS DEPARTMENT</b>	<b>Number:</b> PO-ESH-04	<b>Revision:</b> 1.1
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<b>Subject:</b> Hazard Information Placards		
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## HAZARD INFORMATION PLACARDS

Rapid identification of potential hazards and responsible personnel is important; hazard information placards have been developed to assist in this need. The purpose of these placards is to ensure that emergency forces, operations personnel, utilities personnel and building occupants have readily available information concerning the hazards of a workplace, especially during off hours, in order that they may deal effectively and quickly with any emergency or unusual occurrence at that facility.

### I. RESPONSIBILITY

- A. The ES&H Coordinator is responsible for direct implementation of the provisions in this Standard. Specifically the ES&H Coordinator shall:
  1. Determine the areas within his jurisdiction, which require placarding and the proper location for the placards.
  2. Ensure that placards are mounted and that they are updated annually.
- B. Group Leaders are responsible for complying with the provisions of this policy. Specifically Group Leaders shall:
  1. Designate an individual in each area responsible for maintaining the hazard placard and updating it as required (usually the Group Safety Coordinator).
  2. Assist in determination of placard need.
  3. Advise the ES&H Coordinator of hazards within his area.

### II. GENERAL REQUIREMENTS

- A. Placards shall be posted in all laboratories where experimental work is carried out or wherever a workplace, facility or storage area contains significant quantities of flammable materials, toxic or cryogenic material, radioactive materials, lethal electrical potentials, x ray, laser and other potentially hazardous equipment, or other hazards which could cause injury or property damage under uncontrolled conditions. (Guidance on completing the hazard placard template can be found in the [Emergency Preparedness](#)).
- B. Placards shall be installed in highly visible locations at all entrances to the hazard areas.
- C. Placards shall be updated at least annually, or each time a change is made which affects the hazard data provided. The date of the last revision or review shall be clearly marked on each card.

### III. PLACARD DATA

The standard Laboratory hazard placard is divided into six sections, each capable of accommodating a 3"x5" file card. Each space is labeled and should be filled out as follows:

#### A. Call

1. Give the names, Laboratory telephone extensions, personal pagers, and home telephone numbers (must be local) of at least three people who can be called in the event of an emergency or unusual occurrence.
2. The first person listed must be a BNL employee.
3. The Building Manager must be listed.

#### B. Identification

1. Identify the group using space.
2. Give any specific instructions, which could be used by Laboratory Emergency Forces or operations personnel especially during the off-hours, which would assist in dealing with an emergency.

#### C. Radiation Hazards

1. Identify and describe any radiation hazards and give its location.
2. If no radiation hazard exists, enter "NONE" on the file card.

#### D. Fire Hazards

1. List any significant fire hazardous material and their locations.
2. If no fire hazard exists, enter "NONE" on file card.

#### E. Health Hazards

1. List all other hazards that exist and give their locations.
2. If no health hazards exist, enter "NONE" on the card.

#### F. Utilities

1. Give location of any switches, which cut off power to experimental equipment and space and include additional information as needed.
2. Identify any lethal electrical potentials.
3. Give location of controls for ventilation of space, if applicable.

**Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.**

<b>Number:</b> PO-ESH-04	<b>Revision:</b> 1.1	<b>Effective:</b> 03/01/2004	<b>Page 2 of 2</b>